



RECIPROCITY POLICY

The Career Center at The George Washington University Law School provides reasonable access of resources to students and alumni of law schools outside the Washington, D.C. metropolitan area as follows:

1. All requests for services must be made in writing by the student's/graduate's Career Development Office at least 2 weeks in advance of the intended visit.
2. Services are available on a **one-to-one** basis only to those ABA-accredited law schools which allow GW Law students and/or alumni use of their facilities.
3. Reciprocity privileges are available only to second, third and fourth year students or graduates for a three month period, beginning with the date of acceptance, or until July 15th (whichever comes first). Renewal requests will be treated as a new request, and may therefore be denied.
4. The student/graduate must wait until s/he has received a copy of our letter granting reciprocity before accessing services in our office, and must bring the letter with them on every visit to the Career Center.
5. The following services will be provided to the extent that the reciprocating school provides in-kind services:
 - **Current position vacancy announcements (except “blind listings”) accessible in our office for a three-month period**
 - **Remote access to our online job postings for a three-month period**
 - Career Center hard copy resources and handout materials
6. The Director may deny further services to any school seen to surpass a reasonable number of requests within a given calendar year or to individuals who abuse the facilities, services or staff.
7. Reciprocity will not be available between July 15 and November 15.
8. Our Career Center regular hours are 9:00am - 5:30pm Monday through Thursday; 9:00am - 5:00pm Friday. Please call the office for evening, exam period, holiday and summer hours.
9. Without exception, students/ graduates of other schools will not be permitted to schedule campus interview appointments with prospective employers, make an appointment to receive counseling, use computers, the fax machine or the telephone.
10. Reciprocity is not available between Washington, D.C. area schools.
11. Students/Graduates who have been granted reciprocity will receive login information for our online job board, CORE, within 3 business days of approval and in a direct email.